

TABLE OF CONTENTS

PART A – POLICY AND PROCEDURES

CHAPTER 1 - GLOSSARY

- Flow Chart for Capital Improvement Projects (Required to Bid through DCC Plan Room)
- Flow Chart for Capital Improvement Projects (Not Required to Bid through DCC Plan Room)

CHAPTER 2 – DESIGN, CONSTRUCTION AND COMPLIANCE ORGANIZATION, SERVICES & FEES

- 1.0 Overview
- 2.0 Design, Construction and Compliance Sections
- 3.0 Construction and Compliance Services for Capital Improvement Projects
- 4.0 Construction and Compliance Section Fees
- 5.0 Design Section Fees
- 6.0 Additional Services
- 7.0 DCC Hourly Rates
- 8.0 Payment of Fees
- 9.0 Kansas Open Records Act

CHAPTER 3 – CAPITAL IMPROVEMENT PROJECT PROCUREMENT REQUIREMENTS

- 1.0 General
 - Flow Chart for Office of Facilities & Property Management Bidding Requirements

CHAPTER 4 – DOCUMENT SUBMITTAL REQUIREMENTS

- 1.0 General Requirements for DCC Forms
- 2.0 General Requirements for Submittals
- 3.0 General Processing Information on Submittals
- 4.0 Required Document Submittals
- 5.0 Code Analysis / Code Footprint Submittal
- 6.0 Revised Code Footprint Submittal
- 7.0 Accessibility Analysis Submittal
- 8.0 Design Development Submittal
- 9.0 Construction Separation and Temporary Egress Plan Submittal
- 10.0 In-Progress Construction Document Submittal
- 11.0 Final Construction Documents / Permit to Build Submittal
- 12.0 Bid Document Deliverables for projects bidding through DCC Plan Room
- 13.0 Construction Administration Submittals
- 14.0 Fire Alarm and Fire Suppression Shop Drawing Submittals
- 15.0 Deferred Submittals
- 16.0 Submittals for Occupancy
- 17.0 Record Document Submittals

CHAPTER 5 – CODE AND OCCUPANCY REQUIREMENTS

- 1.0 General Information
- 2.0 Code Footprint
- 3.0 Accessibility Laws and Guidelines
- 4.0 Construction Separation and Temporary Egress Plans
- 5.0 Energy Code Compliance
- 6.0 Construction Document Reviews
- 7.0 Fire Alarm and/or Fire Suppression Shop Drawings
- 8.0 Required DCC Code Inspections
- 9.0 Certificate of Occupancy

CHAPTER 6 – BIDDING THROUGH DCC PLAN ROOM

- 1.0 General Information
- 2.0 Project Architect's/Engineer's Responsibilities

Building Design and Construction Manual

- 3.0 Design, Construction & Compliance Responsibilities
- 4.0 Owner Responsibilities
- 5.0 Bid Document Deliverables
- 6.0 Addenda
- 7.0 Opening and Review of Bids
- 8.0 Award and Signing of the Construction Contract
- 9.0 Notice to Proceed

CHAPTER 7 – CONTRACTOR PRE-QUALIFICATION

- 1.0 General Information
- 2.0 The Pre-qualification Process
- 3.0 Submission of Bid when not Pre-qualified

CHAPTER 8 – OWNER’S RESPONSIBILITIES

PART B – CAPITAL IMPROVEMENT CONSTRUCTION PROJECTS SUBJECT TO SBAC PROCEDURES

CHAPTER 1 – OWNER’S RESPONSIBILITIES - SUPPLEMENTAL

CHAPTER 2 –PROCUREMENT OF ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES

- 1.0 Eligibility Requirements and Procedures for Architectural, Engineering and Land Surveying Services
- 2.0 Annual Statement of Qualifications
- 3.0 Announcement of Architectural and Engineering Services
- 4.0 SBAC Guidelines for Proposal Submittals
- 5.0 SBAC Nomination of Qualified Firms
- 6.0 Ancillary Technical Services
- Flow Chart for SBAC Advertisement and Nominations (Shortlist)

CHAPTER 3 – SELECTION OF DESIGN PROFESSIONALS – LARGE PROJECTS

- 1.0 General Information
- 2.0 DCC - Construction & Compliance Section
- 3.0 Negotiating Committee Responsibilities
- 4.0 Interview Content and Selection
- 5.0 Commencement of Fee Negotiations
- 6.0 Fee Negotiation Procedures
- 7.0 Contracts
- 8.0 Contract Addendum
- 9.0 Payment for Architectural / Engineering Services
- 10.0 Termination of Architectural / Engineering Services
- 11.0 Fee Charts
- 12.0 Complexity Factor Chart
- Flow Chart for SBAC Interview, Selection and Fee Negotiation

CHAPTER 4 - SELECTION OF DESIGN PROFESSIONALS – ON-CALL PROJECTS

- 1.0 General Information
- 2.0 On-Call Contract Guidelines
- 3.0 Negotiating Committee Responsibilities
- 4.0 Scheduling the Interviews
- 5.0 Interview Content and Selection
- 6.0 Commencement of Fee Negotiations
- 7.0 Fee Negotiation Procedures
- 8.0 Contracts
- 9.0 Contract Addenda
- 10.0 Payments for Architectural/Engineering Services
- 11.0 Termination of Architect/Engineer Services
- 12.0 Fee Charts

CHAPTER 5 – DESIGN SERVICES

- 1.0 General Information
- 2.0 Concept and Schematic Design
- 3.0 Design Development
- 4.0 End of Design
- 5.0 Construction Documents

CHAPTER 6 – BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES

- 1.0 Bidding Services
- 2.0 When Bids Exceed Allocated Funds
- 3.0 Construction Administration – General Information
- 4.0 Project Construction Meetings
- 5.0 Shop Drawings
- 6.0 Project Architect/Engineer Inspections
- 7.0 DCC Code Inspections
- 8.0 Duties of the Project Architect/Engineer During Construction
- 9.0 Contractor Partial Payment Applications
- 10.0 Construction Contract Change Orders
- 11.0 Substantial Completion
- 12.0 Occupancy
- 13.0 Project Completion and Final Payment
- 14.0 Post-Construction Services

CHAPTER 7 – PROCUREMENT OF ALTERNATIVE PROJECT DELIVERY BUILDING CONSTRUCTION

- 1.0 General Information
- 2.0 Annual Statement of Qualifications
- 3.0 Public Hearing
- 4.0 Announcement of Alternative Project Delivery Building Construction
- 5.0 Construction Management At-Risk Project Delivery Procedures
- 6.0 Design-Build Project Delivery Procedures
- 7.0 Approval and Selection Process Timelines

Building Design and Construction Manual

APPENDIX (Forms and Documents)

Form No. Form Name

State Building Advisory Commission (SBAC)

050	State of Kansas – Professional Qualifications
051	State of Kansas – Parts A – D
052	State of Kansas – Part E
053	State of Kansas – Part F
054	State of Kansas – Parts G – I
075	Sample A/E Invoice

State Agency Related

001	Professional Services Advertisement
103	A/E Services Fee Negotiating Checklist
120a	Request for Occupancy
140	Deferred Inspection Record
605	Architect's/Engineer's Evaluation
610	Contractor Evaluation
905	Additional Services Request
935	Project Number / Data Request

Design and Construction Related

105	Is a code footprint required?
115	Path of Travel
110	List of Applicable Codes
111	Code Footprint Graphic Legend
112	Standard Title Block
120	Request for Review for all documents sent to OFPM for review
123	Construction Documents Checklist
130	Required Shop Drawings & Inspections for Occupancy
140	Deferred Inspection Record
145	Occupancy Checklist
300	Bid Document Deliverables
305	Front End Data
307	Specification Table of Contents
315	Addendum Form
320	Pre-bid Agenda
430	Pre-Construction Conference Agenda
431	Pre-Construction Additional Info for Correctional Facilities
450	Application for Payment
460	Contract Change Order
461	Contract Change Order Continuation Sheet
560	Project Closeout Checklist
570	Certificate of Substantial Completion
571	Certificate of Project Completion / Affidavit of Contractor
610	Contractor Evaluation

OFPM Related

125	Project Acceptance Record
135	Inspection Record
150	Certificate of Occupancy
440	Notice to Proceed
	Master Front End document
	Document D – General Conditions of the Contract

END OF TABLE OF CONTENTS